



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 04-5, Release of the Entry, Processing, Inquiry, and Corrections System (EPIC)
Version 2.06

Date: March 26, 2004

To: Holders of the Payroll/Personnel Manual

The purpose of this bulletin is to announce EPIC Version 2.06, which will be available on April 18, 2004, from the Download Center on the National Finance Center (NFC) home page. The software will be effective beginning with the processing of Pay Period 08 (April 25, 2004) and will be mandatory by the beginning of processing Pay Period 10 (May 23, 2004).

The enhancements to EPIC included in Version 2.06 are described below:

Processing Garnishments

Federal employees' salaries and wages are subject to garnishment for bankruptcy, educational loans, certain tax deductions, commercial garnishments, and/or other debts. Effective Pay Period 08, 2004, agencies will be responsible for entering and processing these third party debts at the field office locations. While agencies can continue to send data to NFC for processing after April 25, 2004, they must make the necessary plans to transition these responsibilities to their offices no later than October 3, 2004.

Agencies will be able to enter and correct garnishments in EPIC using a new Payroll Document, Deductions Due To Indebtedness. (See attachment for an illustration and corresponding entry instructions.)

Users with access to EPIC sensitive and non-sensitive payroll documents will automatically have access to the new document. Users with access to nonsensitive documents only will not have automatic access.

Change In Rollback Process

Currently, EPIC does not allow rollbacks of documents until the first pass of the Personnel Edit Subsystem (PINE) (Monday night) once the first pass of the Payroll Processing System (PAYE) (Thursday night) has executed. This is to prevent someone from rolling back a document on which an employee's pay is based. With this version of EPIC, rollbacks are allowed for unpaid employees. The application will now check to determine if an employee has been paid before a rollback is allowed on the Friday of a payroll processing weekend. Additionally, EPIC History Correction packages can now be started and deleted on the Monday after the weekend payroll is processed.

New Nature Of Action Code (NOAC) Senior Career Employee Rank Award

In accordance with Public Law 107-67 Section 4507a, a new NOAC, Senior Career Employee Rank Award, is being implemented. See Title I Bulletin 04-4, Nature of Action Code (NOAC) 849, Senior Career Employment Rank Award, dated March 24, 2004, for more information on this new NOAC.

Online Help And Procedures

NFC has developed extensive online help available throughout the application. This help can be accessed by pressing [**F1**] on any field or selecting the ? (question mark) on any window. Additionally, the EPIC procedure, which is available online at the NFC Web site, has been updated to include the information in this bulletin. Title I, Chapter 11, Nonautomated Processing, is also being revised to include information in this bulletin. To view and/or print these procedures, go to the NFC home page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List by Title/Chapter** then search for the applicable procedure on the list provided.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about garnishments to the Payroll Operations Branch at **504-255-4630** . Refer questions about this bulletin to **504-255-5322** or nfc.pvct@usda.gov.



for PENNY W. FORBES, Acting Director
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Attachment

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Deductions Due To Indebtedness Window

The screenshot shows a software window titled "Deductions Due To Indebtedness". It features a standard menu bar with "File", "Edit", "View", "Window", and "Help". Below the menu is a toolbar with icons for file operations and help. The main area is a form with various input fields for employee and deduction information. Fields include "Dept/Agcy", "POI", "SSN", "Effective Pay Period", "Pay Period Year", "Name Last", "Name First", "Name Middle", "Transaction Code", "Type Deduction Code", "Receipt Account Number", "Balance", "Deduction Per Pay Period", "Deduction Amount", "Or", "Personal", "Payer Information" (with sub-fields for Name, Address, City, State, and Zip Code), "-BENEFIT" (with sub-fields for Type Account, Account Number, and Routing Number), "Payment Identification", and "Status Code". At the bottom of the window, there are three buttons labeled "90-49-2894", "11:53:58", and "NEW".

Figure 1. Deductions Due To Indebtedness Window

Dept/Agcy

Type the applicable department/agency code. The first two positions are the department code, and the second two positions are the agency code. For a list of department and/or agency codes, go to www.nfc.usda.gov and click the **Pubs & Forms** icon.

POI

Type the agency's 4-position Personnel Office Identifier.

SSN

Type the indebted employee's 9-digit social security number.

Effective Pay Period

Type the pay period number of the pay period in which to begin the deductions.

Pay Period Year

Type the 4-digit year that corresponds to the pay period in which to begin the deductions.

Name: Last

Type the last name of the employee.

First

Type the first name of the employee.

Middle

Type the middle name of the employee.

Transaction Code

Click the down arrow to select the applicable type of transaction. Valid values are **New**, **Change**, and **Delete**.

Type Deduction Code

Type the applicable code to indicate the deduction type. Valid values are:
30-Bankruptcy, 33-Education Loan, 40-IRS 2159 Payroll Deduction, 50-Commercial Garnishment (which includes state or local tax levies), **57-Travel Credit Cards-Other Than Agriculture Agencies, 90-Other Departmental Debt, 94-Military Service For CSRS, and 96-Military Service For FERS.**

Receipt Account Number

Type the receipt account number for the garnishment in the following format:

Position	Data
1-3	000 (3 zeroes)
4-5	Type Deduction Code (e.g., 30 (Bankruptcy)).
6-12	Agency assigned sequential number. NOTE: In the garnishment is for a state or local tax levy, type ST or LO in positions 11-12.

Balance

Type the balance of the money owed in dollars and cents. If **30** is entered in the type deduction code field, type **999,999.00** in this field.

Deduction Per Pay Period

The type of deduction (amount or percent) to be made each pay period.
NOTE: You must complete either the deduction amount field or the Percent field. You cannot complete both fields.

Deduction Amount

If the garnishment is based on an amount per pay period, type the amount in dollars and cents. **NOTE:** If data is entered in the percent field, this field is left blank.

OR

Percent

If the garnishment is based on a percent each pay period, type the applicable percentage. **NOTE:** If data is entered in the deduction amount field, this field is left blank.

Payee Information

If a check is being issued for the debt payment, complete the name, address, city, state, and zip code fields. **NOTE:** If the debt payment is to be sent to a financial institution through direct deposit (DD)/electronic funds transfer (EFT) **do not** complete the name, address, city, state, and zip code fields.

Name

Type the name of the entity to whom the debt is to be paid. This field is only to be completed if a check is being mailed.

Address

Type the street address of the entity to whom the debt is to be paid. This field is only to be completed if a check is being mailed.

City

Type the city of the entity to whom the debt is to be paid. This field is only to be completed if a check is being mailed.

State

Type the 2-position alpha state abbreviation of the entity to whom the debt is to be paid. This field is only to be completed if a check is being mailed.

Zip Code

Type the zip code of the entity to whom the debt is to be paid. The first five positions of the field are the zip code, and the last four positions are the zip+4 code. This field is only to be completed if a check is being mailed.

DD/EFT

If the debt payment is to be sent to a financial institution through DD/EFT, complete the type account, account number, and routing number fields. **NOTE:** If a check is being issued for the debt payment, **do not** complete the type account, account number, and routing number fields.

Type Account

Type the applicable code for the type of account for the entity receiving payment if the payment is being made through DD/EFT. Valid values are **C** (checking) and **S** (savings). This field is only to be completed if the payment is being made by DD/EFT.

Account Number

Type the account number for the entity receiving payment if the payment is being made through DD/EFT. This field is only to be completed if the payment is being made by DD/EFT.

Routing Number

Type the routing number for the financial institution of the entity receiving payment if the payment is being made through DD/EFT. This field is only to be completed if the payment is being made by DD/EFT.

Payment Identification

Type any applicable payment information in this field.

Status Code

Type the code that indicates the disposition of a document. Valid values are **H** (hold), **I** (incomplete), **R** (release), **S** (severance), and **W** (waiting). For a complete list and explanation of the status codes, see the **Status Codes Table** in the EPIC procedure.